

## FY 2016 CACFP Annual Documentation Requirements

Annual Documents	Description	Institution Type	Requirement	Submission Requirement	Due Date
<b>Criminal Records Check</b> <a href="http://www.dec.state.ga.us/FormList.aspx?cat=CA_CFP">http://www.dec.state.ga.us/FormList.aspx?cat=CA_CFP</a>	This form serves as verification that any DECAL employees and/or subcontractors and their employees that may perform work at a licensed child care facility on behalf of DECAL have a satisfactory fingerprint –based criminal records check.	<b>All</b> Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	All employees (new employees or employees whose clearance has expired) that <b>may</b> enter a <u>licensed</u> child care center, afterschool program, outside school hours program, family or group day care home when children are present. This includes, but is not limited to, any staff performing monitoring duties, training, or providing technical assistance. Institutions that do not provide CACFP services in licensed facilities are exempt from this requirement. A satisfactory clearance is valid for 5 years.	-Every 5 years, or -Upon submission of new application or -Hire of new staff.	NA
<b>Employment Eligibility Verification &amp; Immigration Affidavit and Agreement (E-Verify)</b> <a href="http://www.dec.state.ga.us/documents/attachments/ImmigrationAffidavitandAgreement.pdf">http://www.dec.state.ga.us/documents/attachments/ImmigrationAffidavitandAgreement.pdf</a>	This form verifies that business entities in agreement with and performing services on behalf of DECAL have registered with and is authorized to use the federal work authorization program (E-Verify).	Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations of affiliated or unaffiliated child care centers, afterschool programs, outside school hours programs, family or group day care homes are required to enroll the business entity and receive a Federal Work Authorization User Identification Number, access the federal website at <a href="http://www.uscis.gov/e-verify">http://www.uscis.gov/e-verify</a> <b>Military, Gov't, SFA's/BOE's, and Colleges/Universities are exempt from this requirement.</b>	-Upon submission of new application or -Hire of new staff.	NA
<b>Annual SAVE Affirmation Form</b> or new SAVE Affidavit Form) <a href="http://www.dec.state.ga.us/documents/attachments/SAVE-AnnualAffirmationform-CACFP.pdf">http://www.dec.state.ga.us/documents/attachments/SAVE-AnnualAffirmationform-CACFP.pdf</a>	This form verifies that the Principal/Program Contact is a U.S. citizen.	<b>All</b> Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations are required to annually acknowledge participation in a public benefit (CACFP) and attest to previously submitting verification of U.S. Citizenship via the Annual SAVE Affirmation Form or must submit the SAVE Affidavit Verifying Applicant Status for Public Benefits. Military, Gov't, SFA's/BOE's, and Colleges/Universities are exempt from this requirement.	- <b>Annually for participating institutions/sponsors</b> -Upon submission of new application.	10/31/2015
<b>Valid Health/Kitchen and Fire Inspections</b> <a href="http://www.dec.state.ga.us/documents/attachments/HealthandSafetyInspectionRequirementsCACFPSPFO10215.pdf">http://www.dec.state.ga.us/documents/attachments/HealthandSafetyInspectionRequirementsCACFPSPFO10215.pdf</a>	These documents serve as verification that participating centers that are not licensed by DECAL are meeting local health and safety requirements.	Independent Centers Administrative Sponsors Center Sponsors	Unlicensed affiliated or unaffiliated centers including at-risk, outside school hours, adults, shelters are required to submit a valid health/kitchen inspection and fire inspection for the central kitchen location for self-prep meal service and for the food service management company for vended meal service. Valid inspections must be current and have been completed within the last 12 months. In cases where the local State agency exempts an institution or sponsoring organization from adherence to the full health/safety requirements, the exemption should be documented in writing by the relevant State agency and submitted to DECAL for review.	-Upon expiration -Upon submission of new application.	10/31/2015
<b>Budget Package</b> <a href="http://www.dec.state.ga.us/documents/attachments/budgetguidancemanual.pdf">http://www.dec.state.ga.us/documents/attachments/budgetguidancemanual.pdf</a>	Institutions and sponsoring organizations must document allowable costs that are incurred in the operation and/or administration of the CACFP. All costs must be authorized and approved via the CACFP budget prior to using CACFP funds	<b>All</b> Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	All institutions and sponsoring organizations, unless a waiver has been granted (Only SFA's/BOE's may submit a waiver), are required to submit an annual budget when any portion of the meal reimbursement is used for operating costs that require specific prior written approval and/or when any portion of the meal reimbursement is	- <b>Annually for participating institutions/sponsors</b> -Upon submission of new application. - When new costs	10/31/2015

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	to pay for costs.		used for administrative costs.	require Specific prior written approval.	
<b>Adult Day Program License Requirement</b> <a href="http://www.decal.ga.gov/documents/attachments/Adultcarerequiremnts.pdf">http://www.decal.ga.gov/documents/attachments/Adultcarerequiremnts.pdf</a>	This document verifies that adult day care centers have approval to operate and have met the state licensure requirement.	Independent Centers Administrative Sponsors Center Sponsors	All adult centers. As of January 7, 2015, State law requires adult day care centers which provide adult day care services to be licensed. Adult day centers are required to annually submit a license renewal fee.	-Upon expiration - Upon submission of new application.	10/31/2015
<b>Multi-State Requirement</b>	This form letter documents whether there are shared costs among the multiple states in which institutions/sponsors operate the CACFP. Federal regulations 7 CFR Part 226.7 requires sponsoring organizations to submit an annual administrative budget indicating all costs and appropriate allocation methodologies. State agencies are required to identify sponsors that participate in multiple states and determine if CACFP administrative costs are shared among sponsored facilities in each state.	<b>All</b> Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	Institutions/sponsoring organizations participating in CACFP in multiple states are required to inform DECAL on cost principles for shared costs among the multiple states in which institutions/sponsors operate the CACFP. DECAL will identify and issue requests for certification to institutions and sponsoring organizations with instructions for completion and submission of the multi-state form letter certification responses.	<b>-Annually</b>	10/31/2015
<b>Management Plan</b> [Access Section K within the application to review/update the Management Plan]	The Management Plan is an application requirement that documents the institutions/sponsor's CACFP operations for staffing, meal service, training, monitoring, recruitment and eligibility.	Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	All institutions and sponsoring organizations <u>unless</u> a waiver is granted are required to submit and maintain a current Management Plan that documents effective, efficient processes and procedures that are compliant with federal regulations and state policies.	<b>-Annually or when revisions are needed.</b> -Upon submission of new application.	10/31/2015
<b>Waiver of Management Plan and Budget</b> <a href="http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP">http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP</a>	Federal policy allows SFA's/BOE's that participate in the NSLP flexibilities when either transitioning or applying to the CACFP.	Independent Centers Center Sponsors	<b>SFA's/BOE's only.</b> This form is a formal request to waive the submission of the annual budget and management plan for School Food Authorities and Boards of Education.	<b>-Annually or</b> -Upon submission of a new application.	10/31/2015
<b>Waiver of Monitoring Requirements for At-Risk Afterschool Programs</b> <a href="http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP">http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP</a>	Federal policy allows flexibilities for SFSP sponsors that transition into the At-risk Afterschool Meals component of CACFP. Sponsors operating both the SFSP and At-Risk Afterschool Program may elect to follow one monitoring schedule for both programs.	Administrative Sponsors Center Sponsors	Sponsors with facilities participating in SFSP and CACFP. This is a formal request for organizations approved to operate both SFSP and CACFP to implement one monitoring schedule for both programs.	<b>-Annually or</b> -Upon submission of a new application.	10/31/2015